

Scanning Routines

Scanning is a simple process, but can become problematic if several students want to scan at the same time. Teach students step-by-step scanning routines to keep your classroom orderly during maths practice time. Display the steps for the scanning routines to remind students of the steps they must complete before and during scanning.

Several students may be ready to scan at the same time. Set up one of the following routines so students continue working at their seats until it is their turn to scan.

- If the scanner is in use when a student is ready to scan, the waiting student writes his name on the board. Each student erases his name when scanning is complete. This is the signal for the next student on the list to scan.
- Students take numbered cards when ready to scan. After a student finishes scanning, she returns her numbered card. The student with the next number may then begin scanning.

Students who are waiting to scan should have productive work to do. Students can also scan at other times during the school day. Primary students can scan during free times, such as when they have completed work in another subject. Middle and upper year students can scan before and after school and during free periods.

Students should complete their entire assignment and check their work before filling in their scan cards. This reduces errors on the scan card.

Display the following procedure to remind students how to complete assignments:

Completing the Assignment

- 1) Show your work, either on the assignment or on a separate sheet of paper.
- 2) Circle your answers on the assignment as you work.
- 3) Check that you have worked every problem. Review your work for any mistakes.

Display the following procedure to remind students how to fill in the scan card and scan assignments:

Filling in the Scan Card & Scanning

- 1) Write your name on the scan card and place a tick by the type of assignment you are completing: practice, exercise, or test.
- 2) If you have a new scan card, copy the form number from the assignment onto the scan card and fill in the corresponding bubbles.
- 3) Fill in the answer section, checking that each line number on the scan card matches the assignment problem number.
- 4) Check your completed scan card to make sure you have only one answer per line and that you have ended on the correct problem number. Erase any stray marks.
- 5) Bring your assignment and your work paper to the scanner.
- 6) Scan your card.
- 7) Staple all papers together with the TOPS Report on top. After correcting any missed problems, place stapled papers in the designated basket so that you are ready for the TOPS Report discussion.